

## Message Text

UNCLASSIFIED

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46 41

ACTION OES-05

INFO OCT-01 EA-10 ISO-00 PER-03 /019 W

----- 104382

R 290844Z MAY 75

FM AMEMBASSY TOKYO

TO ERDA GERMANTOWN

INFO SECSTATE WASHDC 0454

UNCLAS TOKYO 7074

FOR G. SPIEGEL, DIP FROM HENOC

E.O. 11652: N/A

TAGS: APER, JA

SUBJECT: INVENTORY AND APPRAISAL OF RECORDS

REF: MEMO SPIEGEL TO HENOC, 14 MAY 75, ABOVE SUBJECT

A. COMPLETION OF ERDA FORM-630 FOR TOKYO KEYED TO NUMBERED  
BOXES:

1. PERSONNEL
2. ERDA, AMERICAN EMBASSY, ANNEX NO. 1
- 2, AKASAKA AOI-CHO MINATO KU  
TOKYO, JAPAN
3. EMPLOYEES OF TOKYO OFFICE OF THE DIVISION OF INTER-  
NATIONAL PROGRAMS, ASST. ADMIN. FOR INTERNATIONAL AFFAIRS
4. PERSONAL DATA AND CORRESPONDENCE RELATED TO TOKYO  
ERDA PERSONNEL
5. GENERAL ERDA PURPOSES, PL 93-438
6. FOR EMPLOYEES USE IN MAINTAINING RECORD OF PERSONAL  
RELATED CORRESPONDENCE AND PERSONNEL ACTION. FOR  
EMPLOYEES CONVENIENCE
7. USERS: US PERSONNEL OF TOKYO OFFICE.  
PURPOSE OF USE: EMPLOYEES CONVENIENCE.
8. TYPED, PRINTED OR WRITTEN RECORDS.
- 9 A) CHRONOLOGICAL.  
B) MANUALLY
10. ACCESS ONLY TO US CITIZENS TOKYO ERDA OFFICE.  
RECORDS KEPT IN LOCKED SAFE FILES.

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QQL A) RETAINED ONLY WHILE EMPLOYEE ASSIGNED TO OFFICE.

B) PERSONAL PROPERTY OF EMPLOYEE.

12. RECORDS FROM VARIOUS SOURCES. RECORD MAINTAINED IN  
INDIVIDUAL PERSONAL FILE AT REQUEST OF INDIVIDUAL.

13. NONE.

SUBMITTED BY W.W. HENOCK. MAY 29, 1975.

B. TOKYO ERDA MAINTAINS A SUSPENSE FILE ON OFFICIAL ERDA  
VISITORS TO JAPAN. FILE USUALLY HAS AEC FORM 445, "REQUEST  
FOR APPROVAL OF OFFICIAL TRAVEL," WHICH HAS BEEN COMPLETED BY  
INDIVIDUAL TRAVELER AND APPROVED BY ERDA. COMPLETED REQUEST  
FORM IS KEPT FOR THREE MONTHS AFTER VISIT. THIS FILE AT  
PRESENT IS EMPTY. IT APPEARS THAT THE COMPLETED AEC FORM 445  
DOES NOT FALL UNDER THE CLASSIFICATION OF RECORD AS DEFINED  
IN PL 93-579.  
HODGSON

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NNN

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 29 MAY 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
**Disposition Date:** 01 JAN 1960  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1975TOKYO07074  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** n/a  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Film Number:** D750187-1097  
**From:** TOKYO  
**Handling Restrictions:** n/a  
**Image Path:**  
**ISecure:** 1  
**Legacy Key:** link1975/newtext/t1975057/aaaaagjx.tel  
**Line Count:** 76  
**Locator:** TEXT ON-LINE, ON MICROFILM  
**Office:** ACTION OES  
**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 2  
**Previous Channel Indicators:** n/a  
**Previous Classification:** n/a  
**Previous Handling Restrictions:** n/a  
**Reference:** 75 14, 75 MAY 75  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** SmithRJ  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 05 DEC 2003  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <05 DEC 2003 by ThomasVJ>; APPROVED <09 JAN 2004 by SmithRJ>  
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EO Systematic Review  
05 JUL 2006

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** INVENTORY AND APPRAISAL OF RECORDS  
**TAGS:** APER, JA  
**To:** ERDA  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 05 JUL 2006